

MIDWEST AREA  
STANDARD OPERATING PROCEDURES  
MANUAL

**PROPERTY**

Created by:  
Program Administrative Support Task Group  
Updated April 3, 2002

## **PROPERTY**

### Excess Property Forms

Each location may be different in reporting excess property. Some Administrative Offices are still using Form SF-120 (attached) and some are automated and on-line with NFC and do not use the form. Whatever method is used, excess property is to be reported to the Administrative Office. Once the property is reported, it will be declared excess; then it is involved in the excess property system waiting for proper disposal and will come off that person's inventory list through NFC. Also attached are Forms AD-112, Report of Unserviceable, Lost, or Damaged Property, and AD-107, Report of Transfer or Other Disposition or Construction of Property, which are handled in the same manner.

If you want to request property from the excess property system a SF-122, Transfer Order Excess Personal Property, must be completed and forwarded to your LAO.

STANDARD FORM 120 REV.  
APRIL 1957  
GEN. SERV. ADMIN.  
FPMR (41 CFR) 101-43.311

**REPORT OF  
EXCESS PERSONAL  
PROPERTY**

1. REPORT NO.

2. DATE MAILED

3. TOTAL COST

12518P4312

\$ 1,995.00

4. TYPE  
OF REPORT(Check one only of  
"a," "b," "c," or "d")

a. ORIGINAL



c. PARTIAL W/D

(Also check "e" and/or "f"  
if appropriate)

e. OVERSEAS



b. CORRECTED



d. TOTAL W/D



f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU  
DEPPC-FHA, Property & Supply Management Staff  
1520 Market St., St. Louis, MO 63103

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)

USDA-ARS-MWA  
1815 North University St., Peoria, IL 61604 (309) 681-6626

8. REPORT APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

Barbara Donsbach, USDA-ARS-MWA  
Urbana, IL 61801 (217) 244-3261

10. AGENCY APPROVAL (If applicable)

G. Gray, Property Officer

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

Same as Block 7 and 8

12. GSA CONTROL NO.

13. FSC GROUP  
NO.

14. LOCATION OF PROPERTY (If location is to be abandoned give date)

Urbana, IL

15. REIM/REQD

YES

NO

16. AGENCY CONTROL  
NO.

RN-03-00

17. SURPLUS RELEASE  
DATE

## 18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
01	AG0002184936 Microcomputer System Apple Mod. II Serial No. D4301PIA2S2065 (System consists of hard disk, keyboard, monitor and printer.)  Everything works except printer. It needs to be re-programmed.	B4	SYS	1	1,995.00	1,995.00	





### Property Pass

The Property Pass, Optional Form 7, is to be used whenever property is removed from the building. It is to be properly filled out and signed by whoever is assigned and responsible for that property and handed to the guard when leaving the building. If there is not a guard, then the person who is responsible for the property signs and keeps the pass.

<b>OPTIONAL FORM 7</b> SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.110	<b>PROPERTY PASS</b>	1. DATE ISSUED  9-13-1
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME  Gerald Sims	3. BUILDING  Turner Hall	
4. DESCRIPTION OF PROPERTY BEING REMOVED  Laserjet Printer		
5. PROPERTY BELONGS TO  Loyd Wax	6. DEPARTMENT OR AGENCY  USDA-ARS-MWA	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE  Research Leader	
	9. PASS GOOD UNTIL  September 13, 2000	

ANY EQUIPMENT LEAVING GOVERNMENT PREMISES NEEDS AN APPROVED OFF-SITE EQUIPMENT PASS

A reminder that all 'blanket pass' equipment off-site forms need to be done for CY 2002. A 'blanket pass' is for government equipment that an employee has a need for on a regular basis.

The following procedures apply to a blanket pass:

1. Certify that all requests for removal of government property are needed and are used in connection with an approved ARS project or program and not for personal use.
2. A memo must be prepared from the borrower to the Administrative Officer through their supervisor, fundholder and accountable property officer. The memo should specify description of equipment, serial number, reason and location for use and also contain the following statement: "Borrowing of this property will not negatively impact the ARS program(s) at the facility."
3. The memo will be approved or disapproved by the Administrative Officer and a copy will be returned to the borrower thru the fundholder and a copy to the accountable officer.
4. The borrower should carry their approved pass when leaving the facility to provide evidence of approval for removal of the government property.

If the government property is for a specific purpose (short term), the 'Equipment Use Off Site' form (attached) needs to be completed.

(NOTE: These procedures apply to ALL equipment including cameras, tape recorders, PC's, Laptops, calculators, etc.).

## EQUIPMENT USE OFF-SITE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION OF EQUIPMENT: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

DATE TO BE RETURNED: \_\_\_\_\_

REASON FOR USE:

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WHERE WILL PROPERTY BE USED?:

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SIGNATURES:

APPROVED      DISAPPROVED

BORROWER: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

ACCOUNTABLE OFFICER: \_\_\_\_\_

FUNDHOLDER: \_\_\_\_\_

BORROWING OF THIS PROPERTY WILL NOT NEGATIVELY IMPACT THE ARS  
PROGRAM AT THE FACILITY.